



County of Los Angeles CHIEF EXECUTIVE OFFICE

Kenneth Hahn Hall of Administration
500 West Temple Street, Room 713, Los Angeles, California 90012
(213) 974-1101
<http://ceo.lacounty.gov>

WILLIAM T FUJIOKA
Chief Executive Officer

July 9, 2013

Board of Supervisors
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First District

MARK RIDLEY-THOMAS
Second District

ZEV YAROSLAVSKY
Third District

DON KNABE
Fourth District

MICHAEL D. ANTONOVICH
Fifth District

To: Supervisor Mark Ridley-Thomas, Chairman
Supervisor Gloria Molina
Supervisor Zev Yaroslavsky
Supervisor Don Knabe
Supervisor Michael D. Antonovich

From: William T Fujioka
Chief Executive Officer

A handwritten signature in black ink, appearing to read "W. T. Fujioka", is written over the printed name of the Chief Executive Officer.

SHERIFF DEPARTMENT'S REQUEST FOR SALARY PLACEMENT FOR MR. JAMES COPELAN UPON APOINTMENT TO THE POSITION OF DIRECTOR, BUREAU OPERATIONS, SHERIFF

The Sheriff, with the support of the Chief Executive Officer (CEO), requests approval to appoint Mr. James Copelan to the vacant and budgeted position of Director, Bureau Operations, Sheriff, Item No. 0997, at an annual base salary of \$161,593.32. The base salary placement for Mr. Copelan onto Management Appraisal and Performance Plan Tier II Salary Range S14, Step 13 (the Board approved range for this position) will place Mr. Copelan above the control point of the range. This salary is recommended based on Mr. Copelan's extensive legal experience and the roles and responsibilities he will perform as Director of Bureau Operations for the Sheriff.

As Director of Bureau Operations, Mr. Copelan will report directly to the Division Chief, Roberta Abner, and be responsible for overseeing the Advocacy Bureau. More specifically, Mr. Copelan will be responsible for reviewing legal cases, forming an opinion, determining whether a charge is sustainable, and if the level of discipline is consistent with past practice; providing direction to the Sheriff on the handling and resolution of legal cases based on advice of advocates and knowledge of labor law, employment law, County Codes, and the Civil Service Rules; evaluating the operations of the Advocacy and Internal Affairs Bureau processes and streamlining and improving the efficiency of the systems; and determining which law firms/attorneys to retain as contract service providers and negotiating and approving billing rates.

"To Enrich Lives Through Effective And Caring Service"

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Each Supervisor
July 9, 2013
Page 2

Mr. Copelan has more than 18 years of experience working for the County of Los Angeles including 16 years as a Court Commissioner for the Los Angeles County Superior Court. As Court Commissioner, Mr. Copelan presides over and adjudicates civil, small claims, traffic, family law, and criminal felony and misdemeanor cases as well as arraignments, pretrial disposition conferences, probation violation hearings, and trials. Prior to his experience with the County, Mr. Copelan worked as a practicing attorney advising and representing clients on legal matters.

Mr. Copelan's educational qualifications include a Bachelor of Arts degree, a Master of Science degree, and a Juris Doctorate from Pepperdine University and he is a member of the State Bar of California.

In accordance with policy concerning managerial appointments, unless otherwise instructed by the Board by July 23, 2013, the CEO will advise the Sheriff that authorization has been granted to proceed with Mr. Copelan's appointment to Director, Bureau Operations, Sheriff, at an annual base salary of \$161,593.32, effective no sooner than July 24, 2013.

If you have any questions, please contact me, or your staff may contact Paul Coyne at (213) 974-8481.

WTF:BC:PC
AP:ra

c: Sheriff
Executive Office, Board of Supervisors
County Counsel

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